

CONDITIONAL USE PERMIT (GREEK) APPLICATION

Updated: October, 2018

Case # CUP-____-____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

Name of Chapter President or Vice President: _____

Phone #: _____ E-mail: _____ Affiliation with Chapter: _____

Name of National Chapter Advisor, Alumnus, or Texas State Faculty Member: _____

Phone #: _____ E-mail: _____ Affiliation with Chapter: _____

PROPERTY INFORMATION

Subject Property Address: _____

Zoning District: _____ Tax ID #: R _____

Legal Description: Lot _____ Block _____ Subdivision _____

Number of Paved Parking Spaces: _____ Proposed Number of Residents: _____

DESCRIPTION OF REQUEST

Greek Organization Name: _____ Abbreviation: _____

Fraternity Sorority Total Membership: _____

AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Initial Filing Fee \$773* Technology Fee \$12 **TOTAL COST \$785**

Renewal/Amendment Filing Fee \$412* Technology Fee \$12 **TOTAL COST \$424**

**Nonprofit Organization fees are 50% of the adopted fee listed for Conditional Use Permits*

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.



CHECKLIST FOR CONDITIONAL USE PERMIT (GREEK)

The following items are requested for consideration of this application. These and additional items may be required at the request of the Department	Comments						
<input type="checkbox"/> <i>Pre-development meeting with staff is recommended</i> <ul style="list-style-type: none"> • Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule 							
<input type="checkbox"/> Completed Application for Conditional Use Permit (Greek)							
<input type="checkbox"/> Site Plan illustrating the dimensions of the property, location, height and square footage of buildings, setbacks, parking area, ingress & egress, outdoor recreational facilities, landscaping and/or fencing, signage							
<input type="checkbox"/> Interior Layout of all buildings illustrating fire exits, doors, rooms, etc.							
<input type="checkbox"/> Written statement explaining how the organization will comply with the code standards regarding fraternity / sorority							
<input type="checkbox"/> Organization Contacts mailing address, phone number & email address – Please include: <ul style="list-style-type: none"> *President, *Vice President, and *Organization’s Designated Contact Person <i>(This person must be an adult, non-student, who resides within 75 miles of the City Limits)</i>							
<input type="checkbox"/> Notification Authorization							
<input type="checkbox"/> Property Owner Authorization							
<input type="checkbox"/> Authorization from a representative of the Organization to allow the filing of the application							
<input type="checkbox"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Initial Application Filing Fee</td> <td style="text-align: right;">\$773</td> </tr> <tr> <td>Renewal or Amendment Filing Fee</td> <td style="text-align: right;">\$412</td> </tr> <tr> <td>Technology Fee</td> <td style="text-align: right;">\$12</td> </tr> </table>	Initial Application Filing Fee	\$773	Renewal or Amendment Filing Fee	\$412	Technology Fee	\$12	
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Renewal or Amendment Filing Fee	\$412						
Technology Fee	\$12						
**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”							

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.ORG/

GREEK: REPRESENTATIVE AUTHORIZATION TO FILE APPLICATION

I, _____

(Name of representative & Title within Greek Organization)

acknowledge and allow the filing of a Conditional Use Permit application on behalf of

_____ (Greek Organization)

at _____ (address).

I hereby authorize _____ (applicant's name) to serve

as the agent to file this application for a Conditional Use Permit (Greek), and to work with the

Responsible Official / Department on behalf of the Organization throughout the process.

Signature of Representative: _____ Date: _____

Printed Name: _____

Signature of Agent: _____ Date: _____

Printed Name: _____

PROPERTY OWNER AUTHORIZATION

I, _____ (owner) acknowledge that I am the rightful owner of the property located at _____ (address).

I hereby authorize _____ (agent name) to file this application for _____ (application type), and, if necessary, to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: _____ Date: _____

Printed Name: _____

Signature of Agent: _____ Date: _____

Printed Name: _____

**AGREEMENT TO THE PLACEMENT OF NOTIFICATION SIGNS
AND ACKNOWLEDGEMENT OF NOTIFICATION REQUIREMENTS**

The City of San Marcos Development Code requires public notification in the form of notification signs on the subject property, published notice, and / or personal notice based on the type of application presented to the Planning Commission and / or City Council.

- Notification Signs: if required by code, staff shall place notification signs on each street adjacent to the subject property and must be placed in a visible, unobstructed location near the property line. It is unlawful for a person to alter any notification sign, or to remove it while the request is pending. However, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements. ***It shall be the responsibility of the applicant to periodically check sign locations to verify that the signs remain in place had have not been vandalized or removed. The applicant shall immediately notify the responsible official of any missing or defective signs. It is unlawful for a person to alter any notification sign, or to remove it while the case is pending; however, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements.***
- Published Notice: if required by code, staff shall publish a notice in a newspaper of general circulation in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be published it may be at the expense of the applicant. The renotification fee shall be \$88 plus an \$12 technology fee.***
- Personal Notice: if required by code, staff shall mail personal notice in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be mailed it may be at the expense of the applicant. The renotification fee shall be \$88 plus a \$12 technology fee.***

I have read the above statements and agree to the required public notification, as required, based on the attached application. The City's Planning and Development Services Department staff has my permission to place signs, as required, on the property and I will notify City staff if the sign(s) is/are damaged, moved or removed. I understand the process of notification and public hearing and hereby submit the attached application for review by the City.

Signature: _____

Date: _____

Print Name: _____